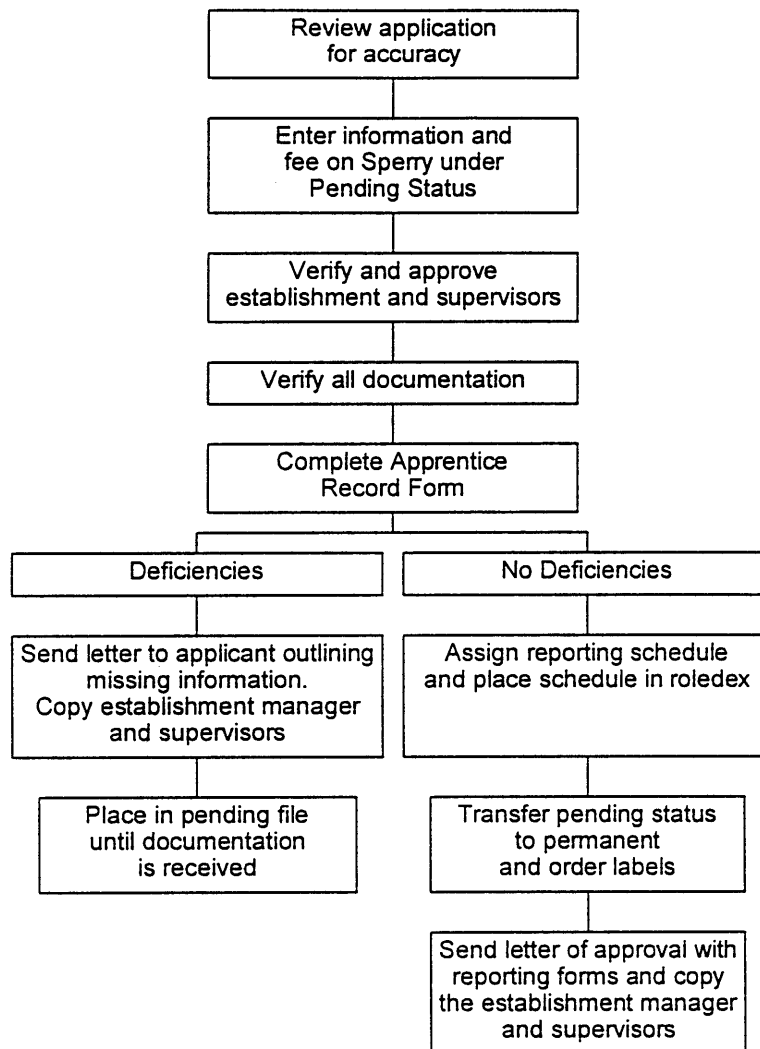


APPRENTICESHIP APPLICATION



April 18, 1997

RESIDENT TRAINEE APPLICATION PROCESS

Step 1:

Identifying Information: Compare home address to the address of the funeral home. Many times a trainee will use the funeral home address and this is not acceptable.

Professional Licensure in Another Jurisdiction: Sometimes an individual licensed in another state will register as an apprentice in Virginia until he becomes licensed in this state.

Education: Compare information on the application with that on the certified high school transcript.

Training Site Information: This information should match the information on the "Application for Resident Trainee Program Supervisor" form. If date employment began is after the date you are processing this application, make sure you use this date when scheduling the reporting dates. If the date is before the date you process this application, use the date that the application is completely approved.

Required Documentation: These documents should be attached. If not, check the pending file to see if it came into the office under separate cover. If not in pending file, you will need to send a letter notifying the applicant of missing documents.

Affidavit: If "yes" is checked in any of these boxes, verify with Beth if this should go before the Board members for their approval.

Notary Affidavit: Verify that the application was notarized.

Step 2: Enter information and fee in Sperry under Pending Status

Open any current Resident Trainee Record

Hold down "shift key and F9 key" at the same time to erase information. NOTE: If there is a complaint "Y" flashing, do not use the record. Pull up another Resident Trainee Record.

Enter application information onto the screen. See Attachment 1 for categories to enter. Do not put in expiration date at this time.

Step 3: Verify and approve establishment and supervisors:

To verify establishment supervisor information, type *HBLINQ Establishment License Number*. Scroll down to SUPERIOR INQ., hit scroll lock and verify the establishment manager.

To verify supervisors, type *HBLINQ Supervisor's License Number*.

Verify that the number of funeral services is not less than 35.

Verify that the number of embalmings is not less than 35.

Verify that all signatures are on the application and they have been notarized.

Step 4: Verify all documentation:

Birth certificate and high school transcript **must** be certified copies.

Step 5: Complete Resident Trainee Cover Sheet:

The cover sheet allows anyone to view a file at a glance and see the status of a trainee's training. It also cuts down on time when sending out approval letters for each report.

If there are deficiencies:

Send letter to applicant, with copies to all supervisors and establishment manager, outlining missing information (see attachment).

Place file in pending folder until all documentation is received.

If there are no deficiencies:

On Sperry, transfer pending status to permanent and order labels by doing the following:

Type *HBTRAN* number of labels needed (usually maximum of 9), and the date of expiration.

Prepare scheduling on 3x5 card.

Type approval letter (see attached) with copies to **all** supervisors and establishment manager.

Go back to cover sheet and enter additional information, i.e., license number, date of approval, reporting schedule, date started, etc.

Hbiadd FUNERAL TRAINEES MAIN RECORD 10/06/97 08
:20
CASH: y CHECK: 0001 FEE-AMT: 25 REV-CODE: 002401 LIC-PRT: LABEL: 4
CLASS: 0505 LIC#: SUF: p
NAME LAST: smith
 FIRST: john MIDDLE: joe GENER: jr.
ADDR1: 123 Street ADDR2: po box 111
CITY: anytown STATE: va ZIP: 22222 3333
EXPIRE DATE: BASE STATE: HOW REG: INIT LIC DATE:
DEGREE: BIRTHDATE: 010101 SSN: 111 22 3333 SCHOOL CODE:
SPECIALITIES: GRAD DATE:
STATUS CODE: FORM PRINT: STOP CODE: REMOVAL DATE:
ENDORSEMENT OUT: DRUG SCHEDULE: COMPLAINT CODE:
SUPER LIC ID: SUP EXP DATE: SUP STOP CODE:
LIC/REN COMMENT: phone number SCHOOL:
END:
HISTORY INQ
SCHEDULE EXAM
EXAM INQ
SUPERIOR INQ
VERIFY INQ

Superior Inq.



COMMONWEALTH of VIRGINIA

Department of Health Professions

Elizabeth Young Tisdale

Executive Director

Board of Audiology and

Speech-Language Pathology.....804-662-7390

Board of Funeral Directors and Embalmers.....804-662-9907

Board of Nursing Home Administrators.....804-662-9111

6606 West Broad Street, Fourth Floor

Richmond, Virginia 23230-1717

(804) 662-9900

FAX (804) 662-9943

TDD (804) 662-7197

October 6, 1997

Dear :

Your application for Resident Trainee has been received by this office. In order to process your application, you will need to submit . Copies or faxes are not acceptable.

Sincerely,

Cheri Emma-Leigh

Administrative Staff Assistant

cel

pc:



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October 6, 1997

Dear :

By the authority of Chapter 28, Title 54.1, Code of Virginia, and the Regulations of the Board of Funeral Directors and Embalmers, the Board has approved your Funeral Service Training on as specified below:

Funeral Service Supervisor:		
Embalming Supervisor:		
Establishment Manager:		
Establishment:		
Resident License Number:	0505-	

Upon completion of each of the training periods listed below, the trainee report form shall be completed and submitted to the Board office. **This report must be received in the Board office within 10 days following the last day of the training period.** Unless your training is terminated or interrupted, your reporting schedule is as follows:

1.

2.

3.

If, for any reason, the trainee transfers, interrupts, or terminates his/her training, partial reports for the period served should be filed in the same manner. Please remember that credit can only be given in 30-day increments. Also, such transfer, interruption, or termination is to be reported to the Board's office within five working days.

All necessary instructions and forms are enclosed. If you have any questions, please feel free to call the Board office. You should receive your license in approximately ten (10) days.

Sincerely,

Cheri Emma-Leigh

Administrative Staff Assistant

cel

Enclosures

pc: Funeral Service and Embalming Supervisor
Establishment Manager

SIX MONTH REPORTS

All reports are due in the Board office within ten days of the end of each reporting period. Verify reporting dates, signature with signature on application, supervisors of record, supervisor's signatures.

Send letter of approval or disapproval with copies to supervisors and establishment manager.

FINAL 25 CERTIFICATION REPORTS

Check the name of the deceased with the names on the three 6-month reports, verify signatures and dates.

Send letter of congratulations with copy to supervisors and establishment manager. Prepare Resident Trainee Certificate.

Make copies of everything for file and place file in appropriate drawer.



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FAX (804) 662-9943

TDD (804) 662-7197

October 6, 1997

Dear _____ :

Your trainee report for the period _____ to _____, signed on _____, was received in the Board office on _____.

Your report is: Approved

If you have any questions, please contact me at the Board office at (804) 662-9907.

Sincerely,

Cheri Emma-Leigh

Administrative Staff Assistant

cel

cc:



COMMONWEALTH of VIRGINIA

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(804) 662-9900
FAX (804) 662-9943
TDD (804) 662-7197

October 6, 1997

Dear :

Congratulations on completing your Funeral Service Resident Trainee Program. Certificate of Resident Trainee Completion Certificate is enclosed.

As stipulated in the Code of Virginia, Chapter 28, Title 54.1-2817, you have a period of three years from the date of completion of your apprenticeship in which to apply for the State Board Examination for Funeral Service License and an additional two years to successfully pass the examination.

Effective immediately, a trainee who has completed the resident trainee program may meet with families, conduct funerals, and embalm bodies while awaiting mortuary school enrollment or waiting to sit for the examination. **All resident trainee work practices MUST continue to be under the DIRECT supervision of a licensed supervisor and an "Application for Change of Supervisor" must be completed and approved by the Board office if there is a change in employment.** The resident trainee must keep his/her trainee registration current at all times until licensure is successfully obtained.

Again, we congratulate you on your successful completion of the resident trainee program. We look forward to hearing from you in the near future. Should you have any questions, please do not hesitate to contact this office directly.

Sincerely,

Cheri Emma-Leigh
Administrative Staff Assistant

cel
Enclosures